

RESIDENCY VERIFICATION GUIDELINES

Every school year, parents/guardians and other primary caregivers are required to verify D.C. residency for every registering student. The following guidelines provide a comprehensive view of the required documentation for proving residency in the District of Columbia for School Year 2014-2015.

Other primary caregivers are also required to present documentation that attest to their eligibility to enroll and verify residency for a student. Check with your local school for a listing of required documents.

Procedures for the Establishment of Residency

- Establish residency within 10 days of the time of initial enrollment. This verification shall take place no sooner than April 1st of the current school year (April 1, 2014).
- Provide *original documents* to the school representative as proof of residency. **Documents must be in the name of the enrolling parent or legal guardian.** Schools are required by law to copy your original documents for audit purposes.
- School official will provide an additional residency verification form that must be signed by the same enrolling parent/guardian/caregiver whose name appears on residency documents submitted at the time of enrollment.

REQUIREMENTS FOR PROVING RESIDENCY (OPTION 1)

ONE OF THE FOLLOWING ITEMS indicating name and address will suffice to establish District of Columbia residency:	
1. A pay stub issued within 45 days, with your DC Address and DC tax withholding	5. Proof of financial assistance from the DC Government
2. Supplemental Security Income annual benefits notification	6. A copy of D-40 form certified by the DC office of Tax & Revenue form
3. Verification Letter and Military Housing Orders; or DEERS Statement	7. Proof that the child is a ward of the District Columbia , in the form of a Court Order
4. An embassy letter indicating embassy sponsored housing in DC, embassy seal affixed	

REQUIREMENTS FOR PROVING RESIDENCY (OPTION 2)

<i>In the absence of items listed in Option 1, two (2) of the items listed below indicating name and address will suffice as proof of residency in the District of Columbia. The address and name on each submitted item must be the same.</i>	
1. Unexpired DC motor vehicle registration	3. Unexpired lease or rental agreement with receipt of payment within two months
2. Unexpired DC motor vehicle operator's permit or their official non-driver identification	4. One utility bill (only gas, electric and water bills are acceptable) with receipt of payment within two months

Documents shown on the Residency Verification Form and in these guidelines are acceptable for proving DC residency; alternative documents are not accepted. For questions or guidance, please call DCPS Office of Student Enrollment & School Funding- Student Residency Office, located at 1200 First Street, 9th Floor, (202) 442-5215.